

STATE PERSONNEL BOARD CALENDAR



DECEMBER 14, 2004

SACRAMENTO, CALIFORNIA

State of California

Memorandum

DATE: December 3, 2004
TO: ALL INTERESTED PARTIES
FROM: STATE PERSONNEL BOARD - Appeals Division

SUBJECT: Notice and Agenda for the **December 14, 2004**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on December 14, 2004, at the office of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, CA.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the December 14, 2004, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 22, Sacramento, CA 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

<http://www.spb.ca.gov/calendar.htm>

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

S. RODRIGUEZ
Secretariat's Office

Attachment

CALIFORNIA STATE PERSONNEL BOARD MEETING¹

801 Capitol Mall
Sacramento, California

Teleconference – 320 West 4th Street²
Los Angeles, CA, Suite 620

Public Session Location – Room 150

Closed Session Location – Room 141

MID-MONTH MEETING AGENDA³

DECEMBER 14, 2004

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(9:00 a.m. - 9:30 a.m.)

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER - Floyd Shimomura**
- 3. REPORT OF THE CHIEF COUNSEL - Elise Rose**
- 4. NEW BUSINESS**
- 5. REPORT ON LEGISLATION**

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(9:30 a.m. onwards)

¹ Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

² Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, CA.

³ The Agenda for the Board can be obtained at the following internet address:
<http://www.spb.ca.gov/calendar.htm>

6. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY THE ADMINISTRATIVE LAW JUDGES

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

7. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. [Government Code Sections 11126(e)(1) and 18653.]

State Personnel Board v. Department of Personnel Administration, California Supreme Court Case No. S119498.

State Personnel Board v. California State Employees Association, California Supreme Court Case No. S122058.

Connerly v. State Personnel Board, California Supreme Court Case No. S125502.

International Union of Operating Engineers v. State Personnel Board, Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

California Attorneys, Administrative Law Judges and Hearing Officers in State Employment, v. Department of Industrial Relations and California State Personnel Board, Sacramento Superior Court No.: 04CS00677

Caltrans v. SPB (Torossian)

Larry Moore v. SPB

8. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the Legislature. [Government Code Section 18653.]

9. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor. [Government Code Section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(On Adjournment)

- 10. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF JANUARY 11-12, 2005, IN SACRAMENTO, CALIFORNIA**

BOARD ACTIONS

- 11. ADOPTION OF STATE PERSONNEL BOARD SUMMARY MINUTES OF NOVEMBER 16, 2004**

- 12. ACTION ON SUBMITTED ITEMS**

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those cases are listed separately by category on this agenda under Evidentiary Cases.

- 13. EVIDENTIARY CASES**

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

**ANN R. ABIERAS, CASE NO. 04-0531A AND
EVELYN B. CORPUS, CASE NO. 04-0529A**

Appeal from ten-percent reduction in salary for twelve months
Psychiatric Technician Assistants
Department of Developmental Services
Case ready for decision by FULL Board

DANNY BOYD, CASE NO. 03-1537PA

Appeal from dismissal
Youth Correctional Officer
Department of Youth Authority
Case ready for decision by FULL Board

NICHOLAS COMAITES, CASE NO. 03-0062A

Appeal from official reprimand
Correctional Counselor II
Department of Corrections

AND

PAUL WARD, CASE NO.03-0332A

Appeal from official reprimand
Correctional Administrator
Department of Corrections
Case ready for decision by FULL Board

DEBRA GREENE, CASE NO. 03-0621A

Appeal from dismissal
Motor Vehicle Field Representative
Department of Motor Vehicles
Case ready for decision by FULL Board

RICHARD HARMON, CASE NO. 03-3739A

Appeal from dismissal
Psychiatric Technician Assistant
Department of Developmental Services
Case ready for decision by FULL Board

CONNIE JOHNSON, CASE NO. 03-2620R

Appeal from 30-calendar-days suspension
Employment Program Representative
Employment Development Department
Case ready for decision by FULL Board

EDWARD LIMON, CASE NO. 04-0233A

Appeal from dismissal
Parole Agent I
Department of the Youth Authority
Case ready for decision by FULL Board

VIRGINIA PARKER, CASE NO. 03-0325A

Appeal from demotion
Correctional Lieutenant
Ironwood State Prison – Blythe
Department of Corrections
Case ready for decision by FULL Board

PEARLIE BLEDSOE-TOWNES, CASE NO. 03-2966A

Appeal from denial of request for reasonable accommodation
Correctional Sergeant
Central California Women's Facility – Chowchilla
Department of Corrections
Case ready for decision by FULL Board

GARY WHALEY, CASE NO. 03-1420A

Appeal from discrimination
Employment Program Representative
Employment Development Department
Case ready for decision by FULL Board

B. CASES PENDING

Oral Arguments

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

None

C. CHIEF COUNSEL RESOLUTIONS

GRAYSON GROVE, CASE NO. 04-2673

Request for backdated appointment from Senior Utilities Engineer
(Specialist) to Program and Project Supervisor
Public Utilities Commission

Court Remands

These cases have been remanded to the Board by the court for further Board action.

None.

Stipulations

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

None.

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

Proposed Decisions

These are ALJ proposed decisions submitted to the Board for the first time.

ELVIA ARGUELLES, CASE NO. 03-1079

Appeal from demotion
Licensing Program Analyst to Staff Services Analyst
Department of Social Services

THELMA ARMAS, CASE NO. 03-3679

Appeal from one step reduction in salary for three months
Licensed Vocational Nurse
Department of Mental Health and Department of Developmental Services

JOAN VALERIE DAVIDSON, CASE NO. 04-1389

Appeal from five-calendar-days suspension
Staff Counsel
State Compensation Insurance Fund

SHIRLEY HARRIS, CASE NO. 04-1679

Appeal from rejection during probationary period
Motor Vehicle Field Representative
Department of Motor Vehicles

RUPERTO HERNANDEZ, CASE NO. 04-0914

Appeal from ten-percent reduction in salary for ten months
Disability Insurance Program Representative (Permanent)
Employment Development Department

JOHN HILLBRECHT, CASE NO. 04-1236

Appeal from ten-percent reduction in salary for 12 months
Construction Inspector II
Department of General Services

ERROL THOMAS, CASE NO. 04-1711

From ten percent reduction in salary for 12 months from the position of
Correctional Officer with California State Prison-Los Angeles County
Department of Corrections at Lancaster

DEIDRE WILSON, CASE NO. 04-2069

Appeal from non-punitive termination
Psychiatric Technician with Valley State Hospital for Women
Department of Corrections at Madera

Proposed Decisions Taken Under Submission At Prior Meeting

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

None.

Proposed Decisions After Board Remand

None.

Proposed Decisions After SPB Arbitration

None.

E. PETITIONS FOR REHEARING

ALJ Proposed Decisions Adopted By The Board

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

TERRY CLELAND, CASE NO. 04-1156P

Appeal from five-percent reduction of salary for six months
Correctional Officer
California Institution for Men – Chino
Department of Corrections
Petition for rehearing filed by appellant to be granted or denied

ARTHUR RIVERA, CASE NO. 04-1278P

Appeal from dismissal
Correctional Supervising Cook
North Kern State Prison – Delano
Department of Corrections
Petition for rehearing filed by appellant to be granted or denied

Whistleblower Notice of Findings

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

None.

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

JENNIFER CADY, CASE NO. 03-3390EA

Appeal from denial of request for reasonable accommodation
Deputy Attorney General IV
Department of Justice

SHARON COHEN, CASE NO. 03-3389EA

Appeal from denial of request for reasonable accommodation
Deputy Attorney General IV
Department of Justice

JOHN A. CRUZ, CASE NO. 04-1376A

Appeal from 60-calendar-days suspension
Automotive Equipment Operator I
California Department of Veterans Affairs

NESSLIN CRUZ, CASE NO. 03-1854A

Appeal from ten-work-days suspension
Employment Program Representative
(Permanent/Intermittent)
Employment Development Department

PRISCILA CRUZ, CASE NO. 04-0554EA

Appeal from discrimination complaint
Clinical Laboratory Scientist
California Medical Facility - Vacaville
Department of Corrections

**DON DOWLING, CASE NO. 04-1482A AND
ROGER HANSON, CASE NO. 04-1523A**

Appeals from dismissal
Police Officers I
Department of Developmental Services

DOREATHA FLEMING, CASE NO. 03-2274A

Appeal from dismissal
Motor Vehicle Field Representative
Department of Motor Vehicles

JOHN FLORES, CASE NO. 03-2588A

Appeal of discrimination retaliation
Hospital Peace Officer I
Department of Mental Health

HAJI JAMEEL, CASE NO. 04-0330A

Appeal from dismissal
Supervising Transportation Engineer
California Public Utilities Commission

JOE W. JORDAN, CASE NO. 04-0393A

Appeal from dismissal
Youth Correctional Counselor
Department of Youth Authority

MICHAEL MCGUIRE, CASE NO. 04-0490

Appeal from demotion
Program Director
Department of Developmental Services

KIM RITTENHOUSE, CASE NOS. 03-3541A & 03-3542EA

Appeal from denial of reasonable accommodation and from constructive medical termination
Office Technician (General)
Department of Fish and Game

SAMUEL SWEENEY, CASE NO. 04-0794A

Appeal from 20-calendar-days suspension
Correctional Officer
California Institution for Men – Chico
Department of Corrections

LUIS VALENZUELA, CASE NO. 04-0522

Appeal from dismissal
Correctional Officer
Centinela State Prison - Imperial
Department of Corrections

ANTHONY VEGAS, Case No. 03-2204A

Appeal from dismissal
Parole Agent I (Adult Parole)
Department of Corrections - Stockton

14. **RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION**
(See Agenda Page 21)

15. **NON-EVIDENTIARY CASES**

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

ROGER BOSWORTH, CASE NO. 03-2631

Classification: Correctional Officer

Department: Corrections

Issue: Suitability; inaccurate information; omitted pertinent information; a negative employment record and negative law enforcement contacts.

SAMUEL MANALIGOD, Case No. 04-0042

Classification: Medical Technical Assistant

Department: Corrections

Issue: Whether appellant was properly withheld for not meeting the Minimum Qualifications.

JOHN MORGANDO, CASE NO. 04-0043

Classification: Correctional Officer

Department: Corrections

Issue: Suitability; felony conviction.

ROBERT PHILLIPS, CASE NO. 04-0039

Classification: Cook Specialist II

Department: Corrections

Issue: Suitability; negative law enforcement contacts and felony conviction.

AMY STARNER, CASE NO. 04-0224

Classification: Medical Technical Assistant

Department: Corrections

Issue: Suitability; court-ordered probation at the time of application.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

TIFFANY BAILEY, CASE NO. 03-3402

Classification: Cadet, CHP

Department: California Highway Patrol

Issue: The appellant was initially psychologically disqualified for the position.

LAURA BEAN, CASE NO. 04-0241

Classification: Correctional Officer

Department: Corrections

Issue: Does sufficient evidence exist to support the psychological disqualification of the appellant?

MALCOLM CHAMBERS, CASE NO. 04-0727

Classification: Investigator, DMV

Department: Motor Vehicles

Issue: Does sufficient evidence exist to support the psychological disqualification of the appellant?

LOUIS CONTRERAS, CASE NO. 03-3280

Classification: Correctional Officer

Department: Corrections

Issue: Does sufficient evidence exist to support the psychological disqualification of the appellant?

CLEOPHEUS DAVIS, CASE NO. 03-2700

Classification: Special Agent

Department: Justice

Issue: The appellant was medically disqualified because the department determined that they could not reasonably accommodate his hearing loss for the position of Special Agent.

DEREK DAVIS, CASE NO. 03-2288

Classification: State Park Ranger, Cadet

Department: Parks & Recreation

Issue: The appellant was medically disqualified because he does not meet the physical standards that would qualify him to safely perform the essential function of a State Park Ranger class.

GERALD HEBERLING, CASE NO. 03-2379

Classification: Park Ranger Cadet

Department: Parks & Recreation

Issue: The appellant was medically disqualified because he does not meet the physical standards that would qualify him to safely perform the essential function of the Park Ranger Cadet class.

ERIC LARSON, CASE NO. 04-0489

Classification: Correctional Officer

Department: Corrections

Issue: Does sufficient evidence exist to support the psychological disqualification of the appellant?

TEENA PORTIER, CASE NO. 03-3614

Classification: Park Ranger, Cadet

Department: Parks & Recreation

Issue: Does sufficient evidence exist to support the psychological disqualification of the appellant?

MOLLIE REED; CASE NO. 02-1208

Classification: Public Safety Dispatcher II, CHP

Department: California Highway Patrol

Issue: Does the appellant have functional limitations, which would prevent her from performing the essential functions of the position?

DANIEL RIOS, CASE NO. 03-3760

Classification: Correctional Officer

Department: Corrections

Issue: Does sufficient evidence exist to support the psychological disqualification of the appellant?

ALEJANDRO TORREZ, CASE NO. 03-3700

Classification: Cadet, Highway Patrol

Department: California Highway Patrol

Issue: The appellant was medically disqualified because he does not meet the physical standards that would qualify him to safely perform all duties of the Cadet, CHP class.

MATTHEW TROTT, CASE NO. 03-3452

Classification: Correctional Officer

Department: Corrections

Issue: Does sufficient evidence exist to support the psychological disqualification of the appellant?

NATALYA VAYN, CASE NO. 04-0920

Classification: Investigator, DMV

Department: Motor Vehicles

Issue: Does sufficient evidence exist to support the psychological disqualification of the appellant?

C. EXAMINATION APPEALS
MINIMUM QUALIFICATIONS
MERIT ISSUE COMPLAINTS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

PATRICK COLOCHO, CASE NO. 03-3435

Classification: Caltrans Equipment Operator II

Department: Transportation

Issue: Did the department breach its agreement to promote the appellant by falsely maintaining that he could not begin working in the position until the results of a pre-employment drug/alcohol screening were obtained?

DAVID MERRITT, CASE NO. 02-2985

Classification: Staff Services Analyst

Department: Health Services

Issue: Did the appellant meet the qualifications for Range C of the SSA class at the time of his appointment?

**D. RULE 212 OUT-OF-CLASS APPEALS
VOIDED APPOINTMENT APPEALS
RULE 211 APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

DAVID GRANT, CASE NO. 04-1582

Classification: Special Agent In Charge

Department: Corrections

Issue: Should the voiding of the appellant's appointment be over-turned?

**E. REQUEST TO FILE CHARGES CASES
PETITIONS FOR REHEARING CASES**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

ADRIENNE "ELIZABETH" ASBERRY, CASE NO. 04-1067

Classification: Program Technician II

Department: Consumer Affairs

Issue: The charging party requests to file charges against two supervisors at her department

ARMOND BRADFORD, Case No. 03-3801

Classification: Former employee

Department: Education

Issue: The charging party requests charges be filed under Government Code section 19572 against his former supervisor for dishonesty

HAROLD CARMONY, CASE NO. 04-0681

Classification: Civilly committed offender at Atascadero State Hospital

Department: Mental Health

Issue: The charging party requests charges be filed against the charged party for violations of various subsections of Government Code section 19572.

MIKE CHEEK, CASE NO. 03-2587

Classification: Civilly committed offender at Atascadero State Hospital

Department: Mental Health

Issue: The charging party requests charges be filed against the charged parties for violations of various subsections of Government Code section 19572.

ROGER COLLINS, CASE NO. 04-0357

Classification: Civilly committed offender at Atascadero State Hospital

Department: Mental Health

Issue: The charging party requests charges be filed against the charged party for violations of various subsections of Government Code section 19572.

KONSTANTINOS DIMOYANNIS, CASE NO. 03-0476

Classification: Research Analyst

Department: Industrial Relations

Issue: The charging party requests charges be filed against the charged parties for perjuring themselves at his ALJ hearing.

COREY DOMINO, CASE NOS. 03-3063 AND 03-3064

Classification: Support Services Assistant

Department: Rehabilitation

Issue: Corey Domino. – Case Nos. 03-3063 and 03-3064 – The charging party requests charges be filed against the charged parties for various violations of the Government Code.

DEAN DRAKE, CASE NO. 04-0339

Classification: Correctional Officer

Department: Corrections

Issue: The charging party requests to file charges under various subsections of Government Code section 19572.

KENNETH EDMONTON, CASE NO. 04-0733

Classification: Civilly committed offender at Atascadero State Hospital

Department: Mental Health

Issue: The charging party requests to file charges against a registered nurse at Atascadero State Hospital.

KENNETH EDMONTON, CASE NO. 04-0734

Classification: Civilly committed offender at Atascadero State Hospital

Department: Mental Health

Issue: The charging party requests to file charges against a registered nurse at Atascadero State Hospital.

TERRY AND HOLLY FERNANDES, CASE NOS. 03-1835

Classification: N/A – Members of the Public

Department: Corrections

Issue: The charging parties request charges be filed against the charged parties for violations of various subsections of Government Code section 19572.

ARTHUR GONZALES, CASE NO. 04-0773

Classification: Field Examiner III

Department: The Agricultural Labor Relations Board

Issue: The charging party requests to file charges against a Regional Director at the ALRB.

MELODI HARRIS, CASE NO. 03-2800

Classification: Accountant I, EDD

Department: Employment Development Department

Issue: Should the RTFC be granted against Mark Stuart, Charles Keene and Charles White under various sections of the Government Code and should the department be granted monetary sanctions?

FRANCIS LABLANC, CASE NO. 03-1937

Classification: Civilly committed offender at Atascadero State Hospital

Department: Mental Health

Issue: The charging party requests charges be filed against the charged party for various violations of Government Code section 19572.

ROBERT LEFORT, CASE NO. 03-2679

Classification: Civilly committed offender at Atascadero State Hospital

Department: Mental Health

Issue: The charging party requests charges be filed against the charged party for violations of various subsections of Government Code section 19572.

ELI LEVY, CASE NO. 04-1259

Classification: Member of the Public

Department: Public Utilities Commission (PUC)

Issue: The charging party requests to file charges against an employee of the PUC under various subsections of Government Code section 19572.

GREGORY PETERS, CASE NO. 03-3217

Classification: Civilly committed offender at Atascadero State Hospital

Department: Mental Health

Issue: The charging party requests charges be filed against the charged party for violations of various subsections of Government Code section 19572.

MARCO RODRIGUEZ, CASE NO. 04-0158

Classification: Staff Information Systems Analyst

Department: Insurance

Issue: The charging party requests to file charges under various subsections of Government Code section 19572.

TIMOTHY SEEBOTH, CASE NO. 04-0680

Classification: Civilly committed offender at Atascadero State Hospital

Department: Mental Health

Issue: The charging party requests charges be filed against the charged party for violations of various subsections of Government Code section 19572.

KIM THORPE, CASE NO. 04-0311

Classification: Transportation Engineering Technician

Department: Transportation

Issue: The charging party requests to file charges under various subsections of Government Code section 19572.

JAMES TILLEY, CASE NO. 03-3650

Classification: Civilly committed offender at Atascadero State Hospital

Department: Mental Health

Issue: The charging party requests charges are filed against the charged party for violations of various subsections of Government Code section 19572.

F. PSYCHOLOGICAL SCREENING CASES

Cases reviewed by Appeals Division staff, but no hearing was held. It is anticipated that the Board will act on these proposals without a hearing.

None.

16. NON-HEARING CALENDAR

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code Section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of

understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

17. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

None.

18. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Personnel Resources and Innovation Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and it is approved by the State Personnel Board, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW CEA POSITIONS CURRENTLY UNDER CONSIDERATION

None.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW CEA POSITIONS

CHIEF COUNSEL

The California Health and Human Services Agency's request to allocate the above position has been approved effective October 27, 2004.

SPECIAL ASSISTANT TO THE DIRECTOR

The Department of Youth Authority has withdrawn their request to establish the above position to the CEA category effective November 4, 2004.

ASSISTANT DIRECTOR OF CRITICAL INFRASTRUCTURE PROTECTION

The Governor's Office of Emergency Services request on behalf of the Office of Homeland Security to allocate the above position has been approved effective November 4, 2002 for a period of one year.

ASSISTANT DIRECTOR OF LOCAL, EXTERNAL AND LEGISLATIVE AFFAIRS

The Governor's Office of Emergency Services request on behalf of the Office of Homeland Security to allocate the above position has been approved effective November 4, 2002 for a period of one year.

ASSISTANT DIRECTOR OF INFORMATION ANALYSIS

The Governor's Office of Emergency Services request on behalf of the Office of Homeland Security to allocate the above position has been approved effective November 4, 2002 for a period of one year.

ASSISTANT DIRECTOR PLANNING OF GRANTS MANAGEMENT

The Governor's Office of Emergency Services request on behalf of the Office of Homeland Security to allocate the above position has been approved effective November 4, 2002 for a period of one year.

ASSISTANT DIRECTOR PLANNING, RESEARCH AND EMERGENCY PREPAREDNESS

The Governor's Office of Emergency Services request on behalf of the Office of Homeland Security to allocate the above position has been approved effective November 4, 2002 for a period of one year.

DEPUTY DIRECTOR, PUBLIC SAFETY AND BUSINESS OPERATIONS

The Department of Water Resource's request to establish the above position has been approved effective November 19, 2004.

19. WRITTEN STAFF REPORT FOR BOARD INFORMATION

20. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

A D J O U R N M E N T

SUBMITTED

TEACHER STATE HOSPITAL (SEVERELY), ETC.

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002)

VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

TELEVISION SPECIALIST (SAFETY)

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

HEARING - PSC #04-03

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

HEARING - ELIGIBILITY OF DISMISSED STATE EMPLOYEES TO TAKE EXAMINATIONS

State Personnel Board staff is proposing to amend Rule § 211, to comply with Assembly Bill (AB) 577, Statutes of 2003, Chapter 836, which enacted Government Code § 18941. (Hearing held November 3, 2004.)

HEARING - Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004).

NOTICE OF GOVERNMENT CODE § 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE § 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code § 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

* * * * *



CALIFORNIA STATE PERSONNEL BOARD

GRAY DAVIS, Governor

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov



(Cal. 12/14/2/04)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding this report. I can be reached at (916) 653-0453.

ORIGINAL SIGNED BY

Sherry Hicks
Director of Legislation

STATE PERSONNEL BOARD

NON-HEARING CALENDAR

RE: BOARD CALENDAR DECEMBER 14, 2004

(Cal12/14/04)

MEMO TO: STATE PERSONNEL BOARD

FROM: KAREN COFFEE, Chief, Merit Employment and Technical
Resources Division

SUBJECT: Non-Hearing Calendar Items for Board Action.

Staff have evaluated these items and recommend the following action be taken:

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- A. The Legislative Counsel Bureau (LCB) proposes the following:
1) Acknowledgement of law authorizing the LCB to continue the demonstration project classification and selection methods on a permanent basis; 2) Adoption of the proposed amendments to the broadband classification series specification of Information Technician, Information Technology Specialist, and Information Systems Supervisor/Manager; and 3) Adoption of proposed amendments to Title 2, California Code of Regulations (2CCR) §§ 549.70 through 549.74

(Cal. 12-14-04)

TO: STATE PERSONNEL BOARD

FROM: ROCH LACASSE
Personnel Officer
Legislative Counsel Bureau

REVIEWED BY: JEFF DeLAND
Chief Deputy Legislative Counsel
Legislative Counsel Bureau

SUBJECT: Proposed: 1) Acknowledgment of law authorizing the Legislative Counsel Bureau (LCB) to continue the demonstration project classification and selection methods on a permanent basis; 2) Adoption of the proposed amendments to the broadband classification series specification of Information Technician, Information Technology Specialist, and Information Systems Supervisor/Manager; and 3) Adoption of proposed amendments to Title 2, California Code of Regulations (2CCR) §§ 549.70 through 549.74.

SUMMARY OF PROPOSAL:

Senate Bill 99 (Chapter 528) enacted Government Code (G.C.) § 10205.1, authorizing LCB to continue, on a permanent basis, the classification and selection methods that were piloted during their demonstration project. This proposal recognizes the conversion of these temporary features to permanent methods for use solely at the Legislative Data Center (LDC), a division of LCB.

CONSULTED WITH:

KAREN LYNCH, Department of Personnel Administration
ELIZABETH MONTOYA, State Personnel Board
CAROL ONG, State Personnel Board
JENNIFER ROCHE, State Personnel Board

BACKGROUND:

Under the Demonstration Project Authority (G.C. §§ 19600 et. seq.), the State Personnel Board approved the participation of the LDC in a five-year demonstration project to explore alternatives to the traditional civil service methods of recruitment, selection, and classification for information technology (IT) personnel. The demonstration project began in 1998 and expired in 2003.

Subsequently, legislation became effective in 2004, coinciding with the expiration of LCB's demonstration project. It was found that the demonstration project addressed the need for a more flexible classification structure in order to reflect the evolving IT profession; that the alternative selection procedures that were implemented as part of the demonstration project improved the ability of LCB to match candidates and IT jobs, at the same time resulting in an expedited selection process; and that based on the success of the demonstration project, it was the intent of the Legislature to make permanent the alternative methods of classifying, examining, selecting, appointing, and promoting IT employees of LCB who are assigned to LDC.

2CCR §§ 549.70 through 549.74 were promulgated to implement the classification and selection components of LCB's demonstration project. Amendments are being proposed to these regulations to make the demonstration project components features permanent. The proposed amendments would: 1) clarify that these provisions pertain to IT positions; 2) delete and modify text referencing the demonstration project; 3) clarify appeal requirements; and 4) reference the statutory provisions of G.C. § 10205.1(d), requiring that competitive examinations be conducted pursuant to Article 4 commencing with § 548.30 and Article 5 commencing with § 548.40.

INTENT OF PROPOSAL:

1. To acknowledge statutory law (G.C. § 10205.1) authorizing LCB to continue on a permanent basis, the broadband classifications and position-specific selection methods for recruiting, examining, hiring, and appointing IT personnel at the LDC, and transition of IT personnel to their corresponding broadband classification and levels of Information Technician, Information Technology Specialist, and Information Systems Supervisor/Manager as of January 1, 2004.
2. To adopt the proposed amendments to the broadband classifications series specifications of Information Technician, Information Technology Specialist, and Information Systems Supervisor/Manager as presented in this calendar.
3. To adopt proposed amendments to 2CCR §§ 549.70 through 549.74 as shown in this calendar.

CLASSIFICATION CONSIDERATIONS:

The IT broadband classifications and levels are for use only by LDC within LCB. All level movement through the classification bands shall be based on demonstration of acquired skills. While the band concepts and levels are described generally in the attached classification specifications, elaboration of

the tasks performed, and the knowledge, skills, abilities, and behaviors essential for job success will continue to be provided for in individual Position Descriptions.

Minimum Qualifications

The broadband series specifications describe the overall work to be performed and the allocation guidelines for each class and level. The minimum qualifications will be determined on a position-specific basis using the information contained in the Position Description.

Probationary Periods

There is no change to the probationary period. The probationary period of 12 months will remain and is for all levels of all the bands.

Status Considerations

In compliance with the provisions of G.C § 10205.1, on January 1, 2004, incumbents in the demonstration project classifications were reallocated from their current demonstration project classifications to the appropriate parallel level in one of the classification bands.

Merit Principles

This proposal presents IT broadband classification structure and a position-specific selection method which adhere to the merit principle in that all incumbents must meet specified minimum qualifications, must participate in a bonafide, competitive examination that is based on job-related criteria, is open to all that qualify, and be selected based upon merit considerations.

RECOMMENDATIONS:

1. That the proposed revised specifications for the following band classifications as attached, be adopted for use at the Legislative Data Center, a division of the Legislative Counsel Bureau; and the probationary period be as specified below.

<u>Band</u>	<u>Probationary Period</u>
<u>Information Technician Band</u>	
Information Technician I	12 months
Information Technician II	12 months
<u>Information Technology Specialist Band</u>	
Information Technology Specialist I	12 months
Information Technology Specialist II	12 months
Information Technology Specialist III	12 months
<u>Information Systems Supervisor/Manager Band</u>	
Information Systems Supervisor I	12 months
Information Systems Supervisor II	12 months
Information Systems Supervisor III	12 months
Information Systems Supervisor IV	12 months
Information Systems Manager	12 months

2. That the proposed amendments to 2CCR §§ 549.70 through 549.74 as shown in this calendar be adopted.

3. That the following resolution be adopted:

WHEREAS, the State Personnel Board on November 5, 1997, approved the participation of the Legislative Counsel Bureau (LCB) in a demonstration project at their Legislative Data Center (LDC), and that such project expired on December 31, 2003; and

WHEREAS, effective January 1, 2004, Government Code (G.C.) § 10205.1, authorized LCB, to permanently utilize the information technology (IT) broadband classification and position-specific selection methods that were piloted during the demonstration project; and

WHEREAS the provisions of G.C. § 10205.1 authorize the State Personnel Board to subsequently modify these classifications; and

WHEREAS Title 2, California Code of Regulations § 431 states, "Unless otherwise provided by resolution by the board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparisons..."; and

WHEREAS the salary levels/ranges within the LCB IT classification bands by this action are commensurate with existing comparable level classifications piloted during the demonstration project; and

WHEREAS as the result of a permanent appointment to each level within the classification bands mentioned below, incumbents have demonstrated competency through a competitive merit process: Therefore be it

RESOLVED, that effective January 1, 2004, any person having permanent civil service status and holding a position that is classified as performing the duties of one of the IT classifications indicated below, shall be granted the same civil service status in such class and level without further examination; and be it further

RESOLVED that all current incumbents in one of the classifications indicated below will only be required to complete any remaining portion of their original probationary period; and be it further

RESOLVED, that incumbents holding a position classified in a range of the Information Technician and Information Technology Specialist classification bands shall be deemed hereafter as classified in a level of said classification bands as shown in the specifications attached hereto; and be it further

RESOLVED, that each salary level within the classification bands established herewith may be used individually as if each represents the salary level of a separate classification to make salary comparisons for both discretionary and mandatory actions between said classification bands and other classes.

Information Technician Band Series

Information Technician I

Information Technician II

Information Technology Specialist Band Series

Information Technology Specialist I

Information Technology Specialist II

Information Technology Specialist III

Information Systems Supervisor/Manager Band Series

Information Systems Supervisor I

Information Systems Supervisor II

Information Systems Supervisor III

Information Systems Supervisor IV

Information Systems Manager

B. CLASSIFICATION CONSIDERATIONS

BACKGROUND

1. Historical Perspective.

This proposal establishes, on a permanent basis, the classification structure used during the Legislative Counsel Bureau's (LCB) Demonstration Project, which was in effect from March 1, 1998 through December 31, 2003. Effective January 1, 2004, Senate Bill 99 (Chapter 528) authorized LCB to continue on a permanent basis, the broadband classifications and position-specific selection methods for recruiting, examining, hiring, and appointing IT personnel at our Legislative Data Center (LDC). LCB established three broadband classification series for use in the demonstration project:

- Information Systems Supervisor/Manager Band
- Information Technology Specialist Band
- Information Technician Band

The Information Systems Supervisor/Manager series is comprised of five classifications:

Information Systems Supervisor I was created to perform duties comparable to the servicewide classification of Computer Operations Supervisor I.

Information Systems Supervisor II was created to perform duties comparable to the servicewide classification of Computer Operations Supervisor II.

Information Systems Supervisor III was created to perform duties comparable to the servicewide classification of Data Processing Manager I.

Information Systems Supervisor IV was created to perform duties comparable to the servicewide classification of Data Processing Manager II.

Information Systems Manager was created to perform duties comparable to the servicewide classification of Data Processing Manager III.

The Information Technician series is comprised of two classifications:

-Information Technician I, Levels A, B, and C was created to perform duties comparable to the servicewide classification of Computer Operator.

-Information Technician II, Levels A and B was created to perform duties comparable to the servicewide classifications of Computer Operations Specialist I and II.

The Information Technology Specialist series is comprised of three classifications:

-Information Technology Specialist I, Levels A, B, C, D, and E was created to perform duties comparable to the servicewide classifications of Assistant Information Systems Analyst/Programmer I, through Staff Information Systems Analyst/Staff Programmer Analyst/Systems Software Specialist I.

-Information Technology Specialist II was created to perform duties comparable to the servicewide classifications of Senior Information Systems Analyst/Senior Programmer Analyst/Systems Software Specialist II.

-Information Technology Specialist III was created to perform duties comparable to the servicewide classifications of Systems Software Specialist III.

CLASSIFICATION CONSIDERATIONS

2. What classifications do the subject classes report to?

-Information Technicians I and II: These classes report to either an Information Systems Supervisor III or Information Systems Supervisor IV.

-Information Technology Specialist I: The different levels in this class report to either an Information Systems Supervisor IV or an Information Systems Manager.

-Information Technology Specialist II: This classification reports to either an Information Systems Supervisor IV or an Information Systems Manager.

-Information Technology Specialist III: This class reports to an Information Systems Manager or directly to a Division Chief CEA II.

-Information Systems Supervisor III: This class reports directly to an Information Systems Supervisor IV.

-Information Systems Supervisor IV: This class reports to an Information Systems Manager or Division Chief CEA II.

-Information Systems Manager: This class reports either to a Division Chief CEA II or Deputy Director CEA III.

3. Will the subject classes supervise? If so, what classes?

The classes comprising the Supervisor/Manager band supervise the technical classes in the Technician and Specialist bands. The Information Systems Supervisors I and II supervise a combination of Information Technicians I and II. The Information Systems Supervisor III supervises Information Technicians I and II and Information Technology Specialists in levels A through D. The Information Systems Supervisor IV oversees primarily all Information Technology Specialist I levels and Information Technology Specialist IIs. Information Systems Managers supervise Information Technology Specialist III, Specialist II, and all levels of Information Technology Specialist I.

4. What are the specific duties of the subject classes?

Information Systems Supervisor I: Supervises the work of a small team of Information Technicians I to handle routine problems or maintain procedures and standards with a low to moderate degree of independence. The specific duties of each position are described in detail in each position's position description.

Information Systems Supervisor II: Supervises a group of Information Technicians in computer operations of multiple mainframes integrated into multiple network servers. There is a moderate degree of independence to make decisions in their area of responsibility. Identifies major system problems and evaluates solutions and determines staffing levels needed. The specific duties of each position are described in detail in each position's position description.

Information Systems Supervisor III: This is the first-line supervisor for analytical staff. Incumbents have responsibility for a single function of a business line and accomplish work through a staff of Information Technology Specialists and may have subordinate lower-level supervisors. Performs with a moderate to high degree of independence in making decisions with significant consequence of error. The specific duties of each position are described in detail in each position's position description.

Information Systems Supervisor IV: Supervises an organizational unit involving a single critical business line or a major project of moderate to high risk. Incumbent deals independently with work assignments, allocation of resources, timelines and work schedules with minimal input of managers. Incumbents may

supervise multiple administrative functions, operational service functions, customer service business functions, mass mailings, or major projects. The specific duties of each position are described in detail in each position's position description.

Information Systems Manager: The manager level is the highest (non-CEA) level of management at LDC. Incumbent manages either multiple projects or a major multidivisional project. Incumbent manages a business line, which provides multiple services across divisions or across multiple customer business functions. Projects and functions involve greatest consequence of error, extreme risk, and direct impact on the success of LDC. The specific duties of each position are described in detail in each position's position description.

Information Technician I: This is a multilevel that is typically the entry into the band. Level A is the trainee level. Incumbent work under close supervision with very limited independence of action. Level B is the developing level in the classification. Incumbents still work under close supervision with increased independence of action and are expanding their depth of subject matter knowledge and skills. Incumbents in Level C perform the widest level tasks, with a greater degree of independence, still within a limited scope and with limited consequence of error. Level C incumbents may act in a lead capacity. The specific duties of each position are described in detail in each position's position description.

Information Technician II: Work at this level includes many of the tasks performed by incumbents in the Information Technician I level, but is distinguished by greater breadth and depth of assignments and greater complexity. Incumbents have significant independence of action, based on the knowledge, skills, abilities, and behaviors of the incumbent. Incumbents prioritize their own work and may act as a team leader. The specific duties of each position are described in detail in each position's position description.

Information Technology Specialist I: This is a multilevel that spans the entry or trainee through full journey scope. Assignments in this level are matched to the expertise of the incumbent, with a progression toward more complex assignments as advancement through the levels occurs. The specific duties of each position are described in detail in each position's position description.

Level A - This is the entry level into the band on a trainee basis. Supervisory review and direction will be frequent.

Level B - This is the advanced trainee level. The work in this band is still routine with less frequent review.

Level C - This band will perform work of average difficulty with less frequent review. There will be multiple tasks and deadlines are routine as the incumbent develops expertise and prioritizes their work.

Level D - This is the first journey level performing multiple tasks on complex issues under general supervision. Presentations are routine and incumbent independently responds to inquiries and provides consult within areas of expertise.

Level E - This is the full journey level, which is fully proficient at the lead/trainer level of expertise. Leadership of teams and small projects is routine and incumbent will train others in a subject area and develop staff in lower levels.

Information Technology Specialist II: This is the advanced technical level in the band working as an internal expert in a technological area. Conducts or leads work groups in the analysis of complex and sensitive information technology issues or work projects. The specific duties of each position are described in detail in each position's position description.

Information Technology Specialist III: This level is the most highly skilled specialist in the band. The incumbent applies new and existing technologies to the most complex issues and problems with statewide impact. Decisions at this level have substantial impact on the core business success of LDC and its customers. The specific duties of each position are described in detail in each position's position description.

5. What is the decision-making responsibility of the subject classes?

Decision making is minimal in the lower level Information Technician band and the lower levels of the Information Technology Specialist I band and progressively increase through levels D and E of the Information Technology Specialist I band, the Information Technology Specialist II and III levels up to the Supervisor/Manager bands that perform with a high degree of independence with department-wide impact. The specific examples of decision-making responsibility are listed in the Allocation Guidelines that are incorporated in each broadband specification.

6. Consequence of error.

Specific examples for each classification in the different broadband are contained in the Allocation Guidelines incorporated into each broadband specification.

7. What are the analytical requirements expected of incumbents in the subject classes?

Analytical requirements are outlined for each classification in the Allocation Guidelines incorporated into the broadband specifications for each broadband class.

8. What are the purpose, type and level of contacts incumbents in the subject classes make?

Independence of action and supervision received are addressed for each level and classification in the Allocation Guidelines that have been incorporated into the specifications for each broadband classification.

NEED FOR NEW CLASSES

9. What existing classes were considered and why were they not appropriate?

The proposed classifications were aligned, both conceptually and by salary, with the existing servicewide classifications outlined in Section 1 (Background – Historical Perspective) of this document. The duties of the proposed broadband classes mirror these existing servicewide classifications.

MINIMUM QUALIFICATIONS

10. What are the proposed/current minimum qualifications of the subject classes?

The band specifications describe the overall work to be performed and the allocation guidelines for each class. The minimum qualifications will be determined on a position-specific basis using the information contained in the Position Description.

PROBATIONARY PERIOD

11. Rationale for 12-month probationary periods.

A probationary period of 12 months will remain and is for all levels of all the bands. In all but the supervisor/manager band, the 12-month probationary period will not exceed the cumulative total of probationary service had an employee progressed through the traditional multiple classification structure. Current incumbents in the demonstration project classifications will not be required to

serve an additional probationary period. Probationary incumbents in the demonstration project classifications will only be required to complete any remaining portion of their original probationary period.

STATUS CONSIDERATIONS

12. What is the impact on current incumbents?

None.

13. Will current incumbents move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Pursuant to the provisions of G.C. § 10205.1, incumbents in the demonstration project classifications were reallocated from their current classifications to the appropriate parallel level in one of the classification bands effective January 1, 2004.

CONSULTED WITH

14. List names and affiliations of persons who were consulted during the development of this proposal.

-Jeff DeLand, LCB

-Roch LaCasse, LCB

-Dennis Dreiling, LCB

-Karen Lynch, Department of Personnel Administration

-Carol Ong, State Personnel Board

-Elizabeth Montoya, State Personnel Board

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

INFORMATION TECHNICIAN BAND LEGISLATIVE DATA CENTER Broadband Series Specification (Established February 18, 1998)

DEFINITION OF BAND

This band includes work in a variety of technical data processing settings within the Legislative Counsel Bureau's Legislative Data Center (LDC). The work in the band ranges from entry through most complex. The band consists of two levels, Information Technician I and II. Each ~~level band~~ is multi-~~range~~level. Movement through the ~~ranges~~ levels is based on the acquisition and demonstration of skills described in the individual "Position Descriptions."

Schem Code	Class Code	Class
ZZ46	9452	Information Technician I
ZZ48	9453	Information Technician II

DEFINITION OF LEVELS

INFORMATION TECHNICIAN I (~~RANGES~~ LEVELS A, B, AND C)

This level is typically the entry into the band. ~~Range-Level~~ A is the trainee range in the level. Incumbents work under close supervision with very limited independence of action. ~~Range-Level~~ B is the developing range in the classification. Incumbents still work under close supervision with increased independence of action and are expanding their depth of subject matter knowledge and skills. Incumbents in ~~Range-Level~~ C perform the widest range of tasks, with a significant degree of independence, still within a limited scope and with limited consequence of error. ~~Range-Level~~ C incumbents may act in a lead capacity.

INFORMATION TECHNICIAN II (RANGES-LEVELS A AND B)

Work at this level includes many of the tasks performed by incumbents in the Information Technician I level. This level is distinguished by greater breadth and depth of assignments and greater complexity. Incumbents have significant independence of action, based on the knowledge, skills, abilities, and behaviors of the incumbent. Incumbents prioritize their own work and may act as a team leader. There is a limited amount of work at this level.

FACTORS AFFECTING LEVEL ALLOCATION

The level of allocation is determined by the complexity of the assignment and the risk management required by the responsibilities assigned. Opportunities at the Information Technician II level are limited by the amount of work to be assigned at this level.

MINIMUM QUALIFICATIONS

~~The knowledge, skills, abilities, and behaviors essential for job success in each position are defined in the individual "Position Descriptions."~~ Experience either in college level information technology coursework or experience performing a variety of technical duties supporting information technology systems. This experience either learning or performing support functions of a systems analysis programming and machine operations effort includes data management, procedure writing, communicating with system users, and operation of components and peripheral equipment of an information technology system. Additional specific skills are described in the individual "Position Descriptions" and "Job Opportunity Bulletins".

ALLOCATION GUIDELINES

FACTORS AFFECTING POSITION ALLOCATION **INFORMATION TECHNICIAN I** **LEVELS A, B, C**

Complexity of Work:

Is determined by the breadth and depth of the knowledge, skills, abilities and behaviors (KSABs) required to complete the assigned tasks, breadth of impact, fiscal implications, impact on the business

success of the Data Center and its customers and public and media sensitivity.

- Level A: This is the entry level. Work assignments will be appropriate for a learner; are less complex, limited in scope and variety. May act as a team member.
- Level B: This is a trainee level. As KSABs expand and incumbents demonstrate successful performance of limited, routine tasks, the scope and variety of the tasks will expand. Tasks of average difficulty will be added, making the job more complex. May act as a team member.
- Level C: This is a journey level. KSABs on routine tasks should be at the “proficient” level. Scope and variety of tasks expands to encompass virtually all tasks appropriate to the classification. Tasks increase in complexity. May act as a lead person over Level A or B. May act as a team member or leader.

Decision Making Responsibilities:

Considering the complexity of the tasks, how much freedom to make decisions is exercised and what is the consequence of error?

- Level A: Decision-making responsibilities are limited. Tasks will usually be restricted to those that produce least consequence of error to the customers.
- Level B: Decision making responsibilities increase at Level B. Consequence of error increases as the incumbent demonstrates competency at more tasks.
- Level C: Scope is broadest in series. Greatest potential for consequence of error. Will usually be involved in correcting errors, working with vendors to correct problems as they are identified.

Independence of Action/Supervision Received:

This involves how much of an incumbent’s work is reviewed and, when it is reviewed, how closely it is scrutinized.

- Level A: Incumbents work under close supervision. Significant problems are passed to a higher level. There is close review

on non-routine tasks. Keeps supervisor informed of critical events. Guided by specific policies and procedures.

Level B: Incumbents in this level are still supervised closely on non-routine tasks. They exercise greater independence on routine tasks. Will keep supervisor informed of critical events; may be permitted to undertake solutions on less complex non-routine tasks. Guided by specific policies and procedures.

Level C: Incumbents work under general supervision. Usually work independently under functional supervision and technical assistance from higher levels. Work assignments are generally self-sustaining; only the most difficult problems are brought to the higher level for review. Guided by specific policies and procedures. Participates in policy and procedure administration, as well as review/revision. As a technical specialist, works directly with people outside the unit.

FACTORS AFFECTING POSITION ALLOCATION

INFORMATION TECHNICIAN II

LEVELS A, B

Scope of Responsibility Assigned:

Describes the variation of tasks assigned.

Level A: This is the first technical specialist level. Incumbents work independently or as team members performing the more complex technical support functions. May act as lead over a small team of technical staff.

Level B: This is the highest technical specialist level. Incumbents work independently or as team leaders performing the most complex and critical or sensitive technical support functions. Assignments usually have impact on multiple functions and involve frequent interaction with the data processing organization, customers or other users.

Decision Making Responsibilities:

Considering the complexity of the tasks, how much freedom to make decisions is exercised and what is the consequence of error?

AND

Independence of Action/Supervision Received:

This involves how much of an incumbent's work is reviewed and, when it is reviewed, how closely it is scrutinized.

Level A: Works under supervision of either higher-level professional or technical supervisor. Work is not typically reviewed and more complex and unusual problems are referred to higher-level staff. Consequence of error is substantial, commensurate with the level of responsibility, affecting multiple users or systems. Has broad discretion in solution of problems. May be given the latitude to act on behalf of the data processing organization.

Level B: Under direction, performs critical support functions with broad discretion and wide latitude in the solution of problems; may be given latitude to act on behalf of the entire data processing organization. Errors at this level will have a major impact on the data processing organization or on customers or other users.

Complexity of Work:

Is determined by the breadth and depth of the KSABs required to complete the assigned tasks, breadth of impact, fiscal implications, impact on the business success of the LDC and its customers and public and media sensitivity.

Level A: Possesses sufficient breadth of knowledge and communication skills to analyze and resolve unique and critical problems and to act as liaison between the technicians and the operations/programming staff. Needs to understand all automated systems in order to direct system and file recovery operations in event of communications, job or system failure. Needs to know operating systems interactions, database and data management procedures and software packages used in the production environment.

Level B: Able to work on a wide variety of the most complex activities, requiring broad knowledge of the department's automated systems and the software packages used in the production environment.

CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Information Technician I	2/18/98	12/14/04	--
Information Technician II	2/18/98	12/14/04	--

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

INFORMATION TECHNOLOGY SPECIALIST BAND LEGISLATIVE DATA CENTER Broadband Series Specification (Established February 18, 1998)

DEFINITION OF BAND

This band includes analytical work in the areas of computer programming, systems software, and information systems analysis within the Legislative Counsel Bureau's Legislative Data Center (LDC). The band describes three levels, each representing an independent class concept. The levels in this band are described very generally below. Each position is described in ~~great~~ further detail in the individual "Position Descriptions."

Schem Code	Class Code	Class
ZZ40	9449	Information Technology Specialist I
ZZ42	9450	Information Technology Specialist II
ZZ44	9451	Information Technology Specialist III

DEFINITION OF LEVELS

INFORMATION TECHNOLOGY SPECIALIST I (RANGES LEVELS A, B, C, D, AND E)

This is a multi-~~range~~ level band that spans the entry or trainee through full journey ~~levels~~ scope. Assignments in this ~~level band~~ would be matched to the expertise of the incumbent, with a progression toward more complex assignments as advancement through the ~~ranges~~ levels occurs. Employees can progress through the ~~ranges of this levels~~ in a single position.

INFORMATION TECHNOLOGY SPECIALIST II

This is a highly skilled ~~level band~~ involving moderately complex technology, a subsystem of a business application or an integration project, and typically requires an unusual depth of understanding in a singular technology or a good

understanding of multiple technologies. There is a limited amount of work at the Information Technology Specialist II level.

INFORMATION TECHNOLOGY SPECIALIST III

This is the most highly skilled specialist ~~level~~ band. The work at this level involves the most complex technology, business application systems, and systems integration projects. Assignments at the Information Technology Specialist III level involve the highest level of expertise available in State service. There is a very limited amount of work at the Information Technology Specialist III level.

FACTORS AFFECTING LEVEL ALLOCATION

The allocation level of a position is determined by the breadth of project responsibility, complexity of the assignment, and the breadth and depth of expertise needed for job success. Complexity is determined by the breadth of impact, fiscal implications, impact on the business success of the Data Center and its customers, and public and media sensitivity. The required breadth and depth of skills essential for job success are specified in the individual "Position Descriptions."

MINIMUM QUALIFICATIONS

~~The knowledge, skills, abilities, and behaviors essential for job success in each position are defined in the individual "Position Descriptions."~~ Progressively responsible experience and/or education in performing a variety of information technology systems design, programming, technical support, constituent management, software installment, information security, project management, administrative services, network management, desk top management, production management, technical training, or operations. The specific skills for each position in the band are defined in the individual "position descriptions" and "job opportunity bulletins".

ALLOCATION GUIDELINES

FACTORS AFFECTING POSITION ALLOCATION **INFORMATION TECHNOLOGY SPECIALIST I** **LEVELS A, B, C, D, E**

Scope of Responsibility Assigned:**Describes the variation of tasks assigned.**

- Level A: This is the entry level into the class. Scope will be very limited in this range; single task, single function. This range will be limited to working on a project task, a specific issue, or work item, with frequent review of work product.
- Level B: Level B reflects increasing responsibility, given commensurate with development of knowledge, skills, abilities, and behaviors (KSABs). Less frequent review, but still not significant breadth in assigned tasks.
- Level C: Level C reflects more breadth and depth of KSABs, permitting expanded scope of responsibility. Incumbent has moved past the learner's stage in most basic aspects of the job duties and will be given more complex work with less supervision or directions.
- Level D: This is the full working level in the class. Scope will be broad, commensurate with breadth and depth of KSAB's; multiple tasks, single significant function, or multiple functions. Day-to-day scope will be significant; judgment exercised will be significant as well.
- Level E: Broadest, deepest KSABs in the levels. Level E reflects the lead/trainer in the subject matter area. Demonstrates leadership in all aspects of KSABs in the work unit; fully conversant with the mission, values and business of LDC. Most tasks are in critical category.

Complexity of Work:

Is determined by the breadth and depth of the KSABs required to complete the assigned tasks, breadth of impact, fiscal implications, impact on the business success of the LDC and its customers and public and media sensitivity.

- Level A: Level A work is suited for a learner; it is not complex. Tasks will be limited in scope, duration. Research will be basic, work product will be checked periodically; direction will be frequent, explicit.
- Level B: As job knowledge and skill grow, so do the number of tasks. Multiple tasks and deadlines will be introduced. Some independent research will be expected. Analysis is expected

to exhibit broader knowledge of work environment, business patterns and expectations. Work is still routine.

Level C: Multiple tasks and deadlines will become the routine. Tasks involving more issues, people, implications, risk will be expected. Level C reflects an independent worker, a self-starter performing tasks requiring more organization and technical skills. Presentations will be expected, based on the incumbent's work product.

Level D: Level D is a fully competent worker, able to identify and understand implications of complex issues. Will engage in business relationships requiring tact and perspective. Work will involve understanding implications and uses of new technology. Presentations will be routine.

Level E: This level differs from the D level in that incumbents are expected to demonstrate leadership in identifying new issues, business opportunities and in assisting management with the most sensitive issues. This worker will train others in specific subject matter areas and will provide guidance to developing staff in lower ranges. Performs complex work in new technology and requires the highest-level KSABs for the level.

Independence of Action/Supervision Received:

This involves how much of an incumbent's work is reviewed and, when it is reviewed, how closely it is scrutinized.

Level A: Level A reflects activities, which are subject to frequent review. Independence of action is very limited and incumbent is closely supervised.

Level: B: Level B reflects a developing independence, based on a task-by-task analysis; i.e., as the incumbent demonstrates competence in completion of a task, the incumbent will be given more latitude to complete the task.

Level C: Level C incumbent will be given independence to work on tasks of average difficulty, subject to review. Incumbents typically prioritize their own work within an agreed upon framework and conduct research, resolve problems, work with others who can assist them or are customers of their service. More difficult tasks and more sensitive contracts are subject to guidance or participation of management.

- Level D: Level D reflects the fully independent worker. Under general supervision, the incumbent possesses the necessary KSABs at the “fully developed level” to prioritize work, initiate contracts, and resolve issues. The incumbent is expected to know and apply knowledge about LDC’s customers, and business priorities and environment.
- Level E: This level differs from the D level in that incumbent are expected to lead teams, share their information and KSABs with others in their unit or other LDC employees. There is a strong leadership component to this level. KSABs are at “proficient” or “trainer” level in the “fully-developed level” category. The incumbent is expected to exercise appropriate judgment on which issues/concerns to elevate to higher levels. Understands policy and helps in its development.

Decision Making Responsibilities:

Considering the complexity of the tasks, how much freedom to make decisions is exercised and what is the consequence of error?

- Level A: This is the entry level into the band. Incumbents are developing breadth and depth of KSABs. Most decisions are subject to review. Decisions are typically limited to daily workflow and processing responsibilities. Becoming familiar with available resources.
- Level B: Still in training mode. Decisions of consequence are subject to review. Most decisions result in recommendations to higher levels. Begins to apply developing KSABs to daily decisions. Uses available resources to verify conclusions drawn.
- Level C: Decision-making responsibilities limited to scope of developing expertise. Makes independent decisions on narrow aspect of a project, or less complex projects, but within scope of expertise. Always verifies conclusions drawn. Most decisions still subject to review.
- Level D: Decisions involve area of expertise. Decisions generally involve application of appropriate established policies, protocols or procedures. Maintains close relationship with supervisor or lead person and knows when to seek assistance.

Level E: May have department-wide impact in area of expertise. Decision-making involves quick and efficient problem analysis and resolution. Independently identifies need, proposes new policies, and establishes new procedures as appropriate. Knows when to seek assistance, though the need is infrequent.

Consultation Responsibilities:

What is the level and nature of the public/customer contacts? What is the impact of these contacts on the department's business success?

Level A: This is the entry level. Trainees are developing expertise and any consultative responsibilities are subject to review.

Level B: Minimal consultative responsibilities are assigned to Level B. Typically will consult with higher-level staff prior to providing advice to users/customers. Accesses reference materials prior to responding to inquiries.

Level C: At Level C incumbents have developed some expertise. May be consulted within limited scope. Frequently consults reference materials or higher-level staff prior to responding to inquiries.

Level D: Acknowledged expertise has evolved. Consultative services are sought within scope of expertise. Independently responds to inquiries within areas of expertise. Uses reference materials to find appropriate responses/solutions to inquiries. Provides user support and technical expertise to management.

Level E: Clearly established area of expertise. Consultative services sought by internal and external customers to solve a wide range of business and technical problems. Infrequently seeks assistance from higher-level staff within area of expertise. Typically provides timely responses to complex inquiries.

Involvement with New Technologies:

What is the incumbent's role in the development and implementation of the latest information technology innovations?

<u>Level A:</u>	<u>This is the entry level into the class. Incumbents are developing basic KSABs.</u>
<u>Level B:</u>	<u>Beginning to expand KSABs with the introduction of new technologies.</u>
<u>Level C:</u>	<u>Demonstrates interest in new technologies. Begins to understand.</u>
<u>Level D:</u>	<u>Comprehends relationship of new technology to LDC's business objectives. Seeks opportunities to become familiar with new technology.</u>
<u>Level E:</u>	<u>Focused interest in specific area. May apply new technology to solutions within area of expertise. Demonstrates understanding of significance of new technology on LDC's business objectives. Stays abreast of technology trends and applies this knowledge to products and services.</u>

FACTORS AFFECTING POSITION ALLOCATION **INFORMATION TECHNOLOGY SPECIALIST II**

Scope of Responsibility Assigned:

Describes the variation of tasks assigned.

This is the advanced technical level in the band. Incumbent works as a project manager or as a team leader on complex projects of medium complexity and moderate scope involving a specific technology, a subsystem of a business application or an integration project. Assignments involve day-to-day interaction with other divisions of the data processing organization, customers or vendors/consultants. KSABs will be at "proficient" or "trainer" level of the fully developed category.

Complexity of Work:

Is determined by the breadth and depth of the KSABs required to complete the assigned tasks, breadth of impact, fiscal implications, impact on the business success of the LDC and its customers and public and media sensitivity.

Incumbent is able to apply technology to solve customer's business problems, including troubleshooting, designing and implementing complex subsystems or complex systems with moderate scope. Incumbent is involved in negotiating contract issues of moderate complexity and scope.

and monitors contractor performance. Conducts or leads analysis of complex and sensitive issues or work projects.

Independence of Action/Supervision Received:

This involves how much of an incumbent's work is reviewed and, when it is reviewed, how closely it is scrutinized.

This level is an internal expert in a technological area, typically at the subsystem level. Works under the general direction of an Information Technology Specialist III, Information Systems Manager or Deputy Director. Incumbent works as a project manager on projects of a moderate scope and impact, or as a team leader provides leadership and technical expertise to other Information Technology Specialists on moderately complex projects.

Decision Making Responsibilities:

Considering the complexity of the tasks, how much freedom to make decisions is exercised and what is the consequence of error?

Is expected to make sound decisions affecting technology, vendors/consultants, and lower level staff. Decisions have department-wide and significant impact on the business success of the LDC. Consistently exercises sound analysis and judgment in resolving moderately complex problems, and is able to successfully anticipate and avoid potential problem areas. Exercises consistently sound judgment in knowing when management should be apprised of a situation/problem and ensures it is communicated appropriately.

Consultation Responsibilities:

What is the level and nature of the public/customer contacts? What is the impact of these contacts on the department's business success?

Acknowledged as an expert in a technological area, sought by both internal and external customers to solve a wide range of moderately complex business and technical problems; facilitates, leads work groups in the identification and resolution of complex or sensitive information technology issues; provides direct and timely responses to moderately complex inquiries on technical issues.

Involvement with New Technologies:**What is the incumbent's role in the development and implementation of the latest information technology innovations?**

Demonstrates awareness, and fully comprehends the significance of, new technology on LDC's business objectives; actively and competently initiates and participates in the development of, or learns new technologies of moderate scope as required in the design and development of applications and architectures; and is competent to train team workers or others in the use of new technologies.

FACTORS AFFECTING POSITION ALLOCATION
INFORMATION TECHNOLOGY SPECIALIST III**Scope of Responsibility Assigned:****Describes the variation of tasks assigned.**

This is the highest technical level in the band. Incumbent manages the most complex projects that are the broadest in scope, and acts as expert consultant to other divisions of the LDC, customers, and vendors/consultants. Projects managed by the incumbent impact the LDC's core infrastructure and/or business success. KSABs are at "trainer" level in the fully developed category.

Complexity of Work:**Is determined by the breadth and depth of the KSABs required to complete the assigned tasks, breadth of impact, fiscal implications, impact on the business success of the LDC and its customers and public and media sensitivity.**

Incumbent applies new and existing technologies to develop and implement solutions for the most complex business requirements, and resolves the most complex systems problems. Incumbent represents the highest-level technical expertise within their specialty area and possesses the most advanced level of KSABs.

Independence of Action/Supervision Received:**This involves how much of an incumbent's work is reviewed and, when it is reviewed, how closely it is scrutinized.**

This level is the most highly skilled specialist in the band. Incumbent is given the greatest latitude for independent action on projects of the broadest scope. Work products have substantial impact on the business success of the LDC. Incumbent works under the general direction of an Information Systems Manager or Deputy Director.

Decision Making Responsibilities:

Considering the complexity of the tasks, how much freedom to make decisions is exercised, and what is the consequence of error?

Incumbent is relied upon by executive management to make consistently sound decisions on the most technologically complex issues and problems. Decisions reflect the broadest and deepest knowledge of technology, industry issues and environment and a thorough comprehension of the LDC's environment, policies and their implications. Decisions have substantial impact on the core business success of the LDC.

Consultation Responsibilities:

What is the level and nature of the public/customer contacts? What is the impact of these contacts on the department's business success?

Recognized as a consultant in one or more specific areas of technology by both internal and external customers. Demonstrates substantial depth of knowledge and understanding of technologies and their relationships in seeking both solutions to complex problems and improvements in products/services. Provides direct advice/guidance to management and customers on projects with statewide impact.

Involvement with New Technologies:

What is the incumbent's role in the development and implementation of the latest information technology innovations?

Relied upon to seek out and identify changing or emerging technologies; understands their applicability/adaptability to the LDC environment; influences the acquisition/development/application of these technologies within the LDC. Is expected to train staff and customers on the use of new technology that is implemented within the LDC.

CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Information Technology Specialist I	2/18/98	12/14/04	--
Information Technology Specialist II	2/18/98	12/14/04	--
Information Technology Specialist III	2/18/98	12/14/04	--

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

INFORMATION SYSTEMS SUPERVISOR/MANAGER BAND LEGISLATIVE DATA CENTER Broadband Series Specification (Established February 18, 1998)

DEFINITION OF BAND

This band includes all supervisor and manager concepts used within the Legislative Counsel Bureau's Legislative Data Center (LDC). The band includes four—~~supervisory~~ supervisory levels and one managerial concept. Responsibilities span first-line technical supervisors to the highest levels of program management. The levels in this band are described very generally below. Each position is described in ~~great~~ further detail in the individual "Position Descriptions."

Schem Code	Class Code	Class
ZZ30	9444	Information Systems Supervisor I
ZZ32	9445	Information Systems Supervisor II
ZZ34	9446	Information Systems Supervisor III
ZZ36	9447	Information Systems Supervisor IV
ZZ38	9448	Information Systems Manager

DEFINITION OF LEVELS

INFORMATION SYSTEMS SUPERVISOR I

The Information Systems Supervisor I is the shift supervisor during the day shift over a small team of Information Technicians. In worse case scenarios, risk management is significant. The impact on business is significant, though many resources are available for problem solving.

INFORMATION SYSTEMS SUPERVISOR II

The Information Systems Supervisor II is the off-shift supervisor in Computer Operations, having responsibility over an operational shift. Manages risks of significance to meeting service level commitments. Within the operational context, the impact on business success is significant.

INFORMATION SYSTEMS SUPERVISOR III

This is the first-line supervisor over analytical staff. Responsibilities may include some technical staff in a direct-reporting relationship. This concept is also a second-line supervisor over technical staff with multi-shift responsibilities. Incumbents have responsibility for a singular function at the business line level, and are aware of and articulate risk alternatives. Incumbents manage risks of moderate consequence. Responsibilities involve significant impact of limited scope on the business success of the LDC.

INFORMATION SYSTEMS SUPERVISOR IV

The Information Systems Supervisor IV is the highest-level supervisor at the LDC. Scope of assignment involves either an organizational unit or a major project. Responsibilities involve moderate to high risk, have significant impact on the business success of the LDC, and involve a single critical line of business.

INFORMATION SYSTEMS MANAGER

The Information Systems Manager is the highest (non-CEA) level of management at the LDC. Scope of assignment, responsibilities, and influence span either a business line, multiple sections, or a multidivisional project. An Information Systems Manager is responsible for extreme risk, where consequence of error is greatest. Responsibilities have extreme impact on the business success of the LDC.

FACTORS AFFECTING LEVEL ALLOCATION

The primary determinants of allocation level are the overall complexity and level of the responsibilities assigned and the level of direct reports. Complexity is determined by the breadth of impact, fiscal implications, impact on the business success of the LDC and its customers, and public and media sensitivity. There is a limited amount of work at all levels in the band.

MINIMUM QUALIFICATIONS

The knowledge, skills, abilities, and behaviors essential for job success in each position are defined in the individual "Position Descriptions." Progressively responsible experience in information technology system design, programming, technical support, constituent management, software installation, information security, project management, administrative services, network management, desk top management, production management, technical training, or operations. This experience would include management and planning of technology systems development, applications processing, and all phases of the operation of a computer installation described above. Incumbents will demonstrate strong analytical and communication skills; possess experience in budgeting and scheduling workloads; manage and evaluate projects; and experience with employee supervision and personnel management.

ALLOCATION GUIDELINES

Scope of Responsibility Assigned:

Describes the variation of tasks assigned.

Manager:

Manages either (a) multiple projects or a major project which involves multiple sections or divisions, or (b) a business line which provides multiple services across sections/divisions or across multiple customer business functions. Projects or functions involve greatest consequence of error; extreme risk; and direct impact on the business success of the LDC. Reports to a Deputy Director or Chief Deputy Director and manages technical staff through subordinate Information Systems Supervisors or high-level specialists.

Supervisor IV:

Supervises a unit involving a single critical business line or a major project with moderate to high risk. Consequence of error is high and impact on the business success of the LDC is significant. Reports to an Information Systems Manager or Deputy Director and accomplishes work through subordinate Information Systems Supervisors or technical specialists.

Supervisor III: Supervises a single function of a business line in a complex environment or projects having significant impact of limited scope on the business success of the LDC. Incumbent's responsibility involves risk of moderate consequence to the organization. Reports to an Information Systems Supervisor IV or higher, and accomplishes work through a staff of Information Technology Specialists. May supervise multiple shifts through subordinate supervisors.

Supervisor II: Supervises a group of Information Technicians on a single shift in the Computer Operations Section. Incumbent's responsibility involves risks of significance to meeting service level commitments. Within the operational context, the consequence of error is moderate to high and its impact on the business success of the LDC is significant.

Supervisor I: Supervises the work activities of a small team of technical staff in the command center console operations, print processing, tape processing, or client/server backup operations. May supervise a weekend shift. In the worst case, risk management is significant to meeting service level commitments. Within the operational context the consequences of error is moderate to high and its impact on the business success of the LDC could be significant, although many resources are available for problem solving.

Complexity of Work:

Is determined by the breadth and depth of the knowledge, skills, abilities and behaviors (KSABs) required to complete the assigned tasks, breadth of impact, fiscal implications, impact on the business success of the LDC and its customers and public and media sensitivity.

Manager:

Manages:

Applications Programming:

Manages applications development in a most complex environment. Complexity includes analysis, design, development and implementation of multiple large batch or

on-line systems with large database files; multiple system integration; integrated host and client/server applications; or systems necessary for a department or the legislature to conduct critical core business functions which have extreme risk; OR

Operations/Productions Support:

Manages multiple operational support and service functions in a most complex environment for a department or the Legislature to conduct critical core business functions, which have extreme risk. Complexity includes network operations of integrated statewide Wide Area Networks (WANS) and/or Local Area Networks (LANS); computer operations of multiple large mainframe computers integrated into a network with multiple network servers; OR

Systems Programming/Technology:

Manages multiple technical support and service functions in a most complex environment for a department or the Legislature to conduct critical core business functions, which have extreme risk. Complexity includes multiple mainframe computers integrated into a statewide network with multiple servers; large complex on-line database and client/server applications; multiple on-line transaction monitors and WANS/LANS integrated into a complex network architecture; OR

Customer Services:

Manages multiple customer support and service functions in a most complex application and network environment where service levels are critical for a department or the Legislature to conduct critical core business functions. Complexity includes acceptance testing of complex applications; installing client hardware and software; training end-users in the use of hardware, vendor software, and custom applications; administration of network access and data security; providing real-time help to resolve customer problems; and/or assisting customers in an information resource center environment.

Supervisor IV:

Supervises either:

- A. Multiple administrative service functions that are critical to the LDC's ability to meet the service requirements of its

customers. Complexity includes budget preparation and administration; contract administration and coordination with key customers, vendors, contractors and consultants; procurement of hardware and software; facility management and security; asset management of all hardware and software; and shipping/receiving, courier services and supplies; OR

- B. An operational service business function or a major project of moderate to high risk in a most complex environment. Complexity may include network operations of integrated statewide WANS/LANS; and/or computer operations of multiple large mainframe computers integrated into a network with multiple network servers; OR
- C. A customer service business function or a major project of moderate to high risk in a most complex application and network environment where service levels are critical for a department or the Legislature to conduct critical core business functions. Complexity may include acceptance testing of complex applications; installing client hardware and software; training end-users in the use of hardware, vendor software, and custom applications; administration of network access and data security; providing real-time help to resolve customer problems; and/or assisting customers in an information resource center environment; OR
- D. Mass mailings, using complex automated mailing applications, for the Senate, Assembly and Committee Offices in accordance with regulations established by the Rules Committees and Fair Political Practices Commission. Complexity involves testing complex mailing application software; maintaining complex data in large relational database tables; setting up and running multiple complex mass mailing jobs to conform to regulations; tracking and reporting in accordance with regulations.

Supervisor III:

At this level the complexity of work of the functions supervised may include either:

- A. Multiple mainframes and operating platforms integrated into the most complex statewide WANS/LANS with multiple servers; large complex on-line databases; client/server applications and multiple interdependent telecommunication

applications; and/or environmental support and emergency back-up power systems; OR

- B. Acceptance testing of complex applications; installing client hardware and software; training customers in the use of hardware, vendor software and custom applications; administration of network access and data security; providing real-time help to resolve customer problems; and/or assisting customers in an information resource center environment.

Supervisor II:

Complexity includes computer operations of multiple large mainframe computers integrated into a network with multiple network servers; providing real-time help to resolve customer problems; and identifying major system problems and evaluating what is required to resolve them including determining what level of staffing or authority is needed.

Supervisor I:

Complexity includes computer operations of large mainframe computers integrated into a network with network servers; providing real-time help to resolve customer problems; and identifying moderate system problems and evaluating what is required to resolve them, including determining what level of staffing or authority is needed.

Independence of Action/Supervision Received:

This involves how much of an incumbent's work is reviewed and, when it is reviewed, how closely it is scrutinized.

Manager: Incumbent performs with a high degree of independence under the general direction of a Deputy Director or Chief Deputy Director. Finished products receive general review for political sensitivity and fiscal impact. Incumbent deals directly with key customers, both internal and external, and is sensitive to political issues.

Supervisor IV: Incumbent performs with a moderate to high degree of independence under the direction of an Information Systems Manager or Deputy Director. Recognizes when issues/problems may have high political

sensitivity and/or fiscal impact and seeks management review/approval for recommended action. Incumbent deals independently with customers and other LDC managers and supervisors on routine projects or operational matters.

Supervisor III: Incumbent performs with a moderate to high degree of independence under the direction of an Information Systems Supervisor or Manager. Recognizes when issues/problems need to be escalated to higher levels. Deals directly with other LDC supervisors on routine projects or operational matters.

Supervisor II: Incumbent performs with a moderate degree of independence under the direction of an Information Systems Supervisor III or Information Systems Manager. Knows when to seek management review for actions that could have high political sensitivity and operational impact. Incumbents deal independently with customers and other LDC managers and supervisors on routine projects or operational matters.

Supervisor I: Incumbent performs with a low to moderate degree of independence under the direction of a higher-level Information Systems Supervisor. Knows when to seek management review for actions that could have high political sensitivity and operational impact. Incumbents deal independently with other LDC supervisors on routine projects or operational matters.

Decision Making Responsibilities:

Considering the complexity of the tasks, how much freedom to make decisions is exercised, and what is the consequence of error?

Manager: Incumbents have broad discretion to make decisions on the planning, organizing, directing and controlling of work in their area of responsibility. Consequence of error can have direct and substantial impact on the business success of the LDC.

Supervisor IV: Incumbents have discretion to make decisions in their area of responsibility. At this level, work assignments, allocation of resources, timelines and work schedules are determined by the incumbent with minimal input

from Information Systems Manager. Consequence of error is moderate to high, with significant impact on the business success of the LDC.

Supervisor III: Incumbents have discretion in making decisions involving the day-to-day operation in their area of responsibility at the business line level. Consequence of error can be significant, but has limited impact on the business success of the LDC. Work assignments and work schedules for routine work are made with minimal direction from a higher-level supervisor.

Supervisor II: Incumbents have discretion to make decisions in their area of responsibility, and are expected to handle moderately difficult problems and maintain administrative/technical procedures and standards with minimum guidance.

Supervisor I: Incumbents have limited discretion in making decisions in their area of responsibility and are expected to handle routine problems and maintain administrative and/or technical procedures and standards with minimum guidance.

Consultation Responsibilities:

What is the level and nature of the public/customer contacts? What is the impact of these contacts on the department's business success?

Manager: Incumbents advise and consult with key LDC customers on major projects to ensure solutions meet their business needs; and with LDC executive management on the formulation of policies of the broadest scope.

Supervisor IV: Incumbents advise and consult with customers on a major project to ensure solutions meet needs; with customers, managers and supervisor on service and support issues, which may have significant impact on the business success of the LDC; and with managers on the formulation of policies of moderate scope.

Supervisor III: Incumbents advise and consult with customers on projects within their area of responsibility to ensure service level objectives are met, and with managers,

supervisor and staff on service and support issues which may have significant impact on the business success of the LDC and on the formulation of policies of moderate scope at the division level.

Supervisor II: Incumbents advise and consult with Computer Services Division managers and supervisor on services and support issues, which may have significant impact on the business success of the LDC and on the formulation of policies of moderate scope at the section level.

Supervisor I: Incumbents advise and consult with Computer Services Division managers and supervisors on services and support issues which may have significant impact on the business success of the LDC.

Involvement with New Technologies:

What is the incumbent's role in the development and implementation of the latest information technology innovations?

Manager: Maintains awareness of industry trends and learns the basic concepts of new technologies; uses good judgment in employing new technologies in developing/implementing solutions to customer needs; may have responsibility to managing the development and implementation of new technologies that have significant impact on the LDC's technical or applications architectures.

Supervisor IV: Maintains awareness of industry trends and learns the basic concepts of new technologies; uses good judgment in applying new technologies in developing/implementing solutions to meet customer's needs.

Supervisor III: Maintains awareness of new technologies that could impact area of responsibility; uses good judgment in applying new technologies within scope of responsibility.

Supervisor II: Stays abreast of industry trends and learns the basic concepts of new technologies. Applies new technologies that have been developed and

implemented at the LDC for use in the computer operations and network environment.

Supervisor I:

Stays abreast of industry trends and learns the basic concepts of new technologies within area of responsibility. Is able to use new technologies that have been developed and implemented at the LDC for use in the computer operations and network environment.

CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Information Systems Supervisor I	2/18/98	12/14/04	--
Information Systems Supervisor II	2/18/98	12/14/04	--
Information Systems Supervisor III	2/18/98	12/14/04	--
Information Systems Supervisor IV	2/18/98	12/14/04	--
Information Systems Manager	2/18/98	12/14/04	--

Title 2. Administration
Division 1. Administrative Personnel
Chapter 1. State Personnel Board

Article 6. ~~Demonstration Project~~ — Legislative Counsel Bureau – Special Examination and Appointment Program

**§ 549.70. Legislative Counsel Bureau: ~~Demonstration Project:~~
Examinations and Appointments.**

If the Legislative Counsel Bureau appointing power wishes to appoint a competitor to an information technology position for which an examination has been conducted ~~within for the Legislative Counsel Bureau demonstration project~~, the appointing power shall fill the vacancy by selection of a competitor who has filed a timely application for the examination pursuant to Section 174, who meets the minimum qualifications for the class, and who is judged to be among the best qualified available competitors as a result of evaluations made pursuant to Section 549.71.

If the appointing power has at the same time or within one year of the final date specified for filing an application for the examination more than one vacancy in the same class and for which the same or substantially similar job-related knowledge, skills, and abilities are required, the first and every succeeding vacancy shall be filled in a like manner by selection of a competitor who has filed a timely application for the examination pursuant to Section 174, who meets the minimum qualifications for the class and who is judged to be among the best qualified remaining competitors pursuant to Section 549.71, unless the appointing power chooses to conduct a new examination, in which case the appointing power shall appoint a competitor judged to be among the best qualified in the new examination and who also has filed a timely application for that examination and who meets the minimum qualifications for the class.

~~For the duration of the Legislative Counsel Bureau demonstration project and for a period of at least one year following its conclusion, the~~ The Legislative Counsel Bureau shall maintain records of each examination conducted ~~within the~~

~~demonstration project~~. The records shall be sufficient to permit an independent review of examinations conducted ~~within the demonstration project~~ to determine whether they have complied with the intent of this Section, Section 549.71, and Article VII, Section 1(b) of the California Constitution. For each examination, such records shall include, but not be limited to (a) a list of competitors who filed an application for the examination together with a notation as to their date of filing; (b) justification whether each competitor met the minimum qualifications for the class; and (c) a summary of the evaluation pursuant to Section 549.71 of each competitor who is offered a position.

The provisions of this regulation do not apply if an appointment is to be made from a reemployment list under Government Code Section 19056. The provisions of this regulation do not apply if an appointment is to be made from a general reemployment list pursuant to Government Code Section 19056.5, unless there are fewer than three persons on the general reemployment list willing to accept employment under the conditions of employment specified, in which case the appointing power may appoint a competitor in accordance with the provisions of the Section.

Examinations shall be conducted pursuant to the procedures in Article 4 (commencing with Section 548.30) and Article 5 (commencing with Section 548.40) as with Career Executive Assignments.

NOTE: Authority cited: Sections 10205.1, 18701 and 18702, Government Code. Reference: Sections 18701, and 18702 ~~and 19602~~, Government Code.

§ 549.71. LEGISLATIVE COUNSEL BUREAU: DEMONSTRATION PROJECT: COMPETITIVE EVALUATIONS.

Evaluations of education, experience, job-related knowledge, skills, abilities, behaviors, and personal qualifications shall be made on a competitive basis in that each competitor shall be evaluated thereon in relation to the minimum and desirable qualifications for the class and position in question and in relation to the comparable qualifications of other competitors. The term "personal qualifications" includes all such personality traits and personal, moral, and

physical characteristics as are necessarily comprehended by the minimum and desirable qualifications established for the class and position.

When evaluating a competitor's education, experience, and job-related knowledge, skills, abilities, and behaviors, interviewers shall consider the quality and pertinence of such education, experience, and job-related knowledge, skills, abilities, and behaviors, and the degree to which the competitor's total education and work history and job-related knowledge, skills, abilities, and behaviors represent suitable preparation for the work of the class and position.

NOTE: Authority cited: Sections 10205.1, 18701 and 18702, Government Code. Reference: Sections 18701, and ~~18702 and 19602~~, Government Code.

§ 549.72. LEGISLATIVE COUNSEL BUREAU: DEMONSTRATION PROJECT: NOTICE OF EXAMINATION RESULTS.

As soon as an examination has been completed, each competitor shall be notified in writing of the results of the examination. Pursuant to Section 548.49, an appeal shall be filed within thirty (30) days from the date the candidate was notified of the examination results.

NOTE: Authority cited: Sections 10205.1, 18701 and 18702, Government Code. Reference: Sections 18701, and ~~18702 and 19602~~, Government Code.

§ 549.73. LEGISLATIVE COUNSEL BUREAU: DEMONSTRATION PROJECT: DEFINITION OF "CLASS" AND ESTABLISHMENT OF MINIMUM QUALIFICATIONS.

For the ~~demonstration project at the~~ Legislative Counsel Bureau, "class" means a consolidation of similar classes in the same occupational area into a broader and deeper grouping for which the same general title may be used to designate each position allocated to the class and which may include more than one specialty area within the general field of work.

In addition to the general minimum qualifications for each "class", other job-related qualifications will be required for particular positions within the class.

The other job-related qualifications shall be described in the individual Position Descriptions established for each position within the class.

NOTE: Authority cited: Sections 10205.1, 18701 and 18702, Government Code.
Reference: Sections 18701, and 18702 ~~and 19602~~, Government Code.

**§ 549.74. LEGISLATIVE COUNSEL BUREAU: DEMONSTRATION
PROJECT: ~~—~~ VOLUNTARY TRANSFER BETWEEN
CLASSES.**

Voluntary transfer between the "classes" as defined in ~~Rule~~ Section 549.73 and other classes will be permitted pursuant to State Personnel Board Rules Sections 430-435, except that transfers from the Legislative Counsel Bureau class of Information Technology Specialist, Range E to the classes of Senior Programmer Analyst (Specialist and Supervisor) and Senior Information Systems Analyst (Specialist and Supervisor) will not be permitted under any circumstances.

NOTE: Authority cited: Sections 10205.1, 18701 and 18702, Government Code.
Reference: Sections 18701, and 18702 ~~and 19602~~, Government Code.